

# QUARTERLY INSPECTION CHECKLIST



Site Name: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

QUARTERLY INSPECTION CHECKLIST	QTLY.1	QTLY.2	QTLY.3	QTLY.4
Check that all fasteners are secure.				
Check that there are no hazards on or around the equipment such as broken parts or debris.				
Check that the ground clearance levels are maintained.				
Check that foundations are not exposed.				
Check that there are no sharp edges, missing parts, excessive wear to moving parts, and that the equipment is structurally sound.				

QUARTERLY INSPECTION CHECKLIST	QTLY.1	QTLY.2	QTLY.3	QTLY.4
All structures and frames should be checked to ensure there is no bending, warping, cracking, or loosening.				
Static pieces of equipment should be checked to ensure parts are not bent, broken, loosened, worn or missing.				
Check that welds are not damaged or corroded.				
Check that exposed mechanisms and moving components move freely and show no signs of wear or binding.				
Check that foundations are not cracked, loose in the ground or corroded at the base.				
Check that mechanical devices and other moving parts (pivot points, universal joints etc.) have no worn bearings, are not seized or have excessive or unduly noisy motion, have incorrect clearances and/or missing covers and are sufficiently greased/lubricated.				
Check that all surfacing around the items has no trip hazards, areas where water may pool, holes or litter.				
Check that the surface finish of equipment is free from rust and other corrosion, cracks, splinters, sharp edges and broken or open joints.				